

Membership Committee



Randall Furrow, Chair

Wednesday, May 12, 2010
5:00 pm to 6:30 pm
Public Health
4041 North Central Avenue, Phoenix
14th floor, Agave Room

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Meeting Minutes

Attendance

Committee Members *AT: Attended* *AB: Absent* *EX: Excused* *ALT: Alternate Present*

EX Barr Jenkins AT Robert Solis AT Larry Stähli AT Randall Furrow

AT Ron Hill AT David Aguirre AT Daniel Ruacho

Guests: Don Welsh, Andrew Cheyvollier, Carlos Perez, Enrique Hernandez

Support Staff: Not in attendance

Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Robert Solis declared his desire to become a member of the committee.

Determination of quorum

Randall Furrow determined that quorum was established with five of seven members present at 5:06 pm.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

The committee may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with the County attorney or attorneys on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).

Review of the meeting minutes and action items from prior meetings

The committee silently read the summary minutes for the April 14, 2010 meeting. No corrections were voiced.

Committee Chair update

Randall Furrow discussed that the committee was in need of a Vice Chair. Randall related he had approached a member of the committee, and this person was considering the position.

Evaluation: Leadership Academy and Future Training Needs

Ron Hill discussed how he was able to use some of the meeting management techniques he learned at the Leadership Academy during the recent Learn+Link+Live conference.

Randall Furrow discussed that Academy participants were asked to complete an evaluation of the program. A review of the evaluation demonstrated:

- All respondents strongly agreed the content was beneficial
- The four-month length of the training was appropriate
- Respondents strongly agreed the training staff was knowledgeable and competent
- Homework assignments were appropriate and helped with understanding
- All respondents felt more knowledgeable and competent upon completion of the training
- Participants enjoyed the interaction with each other and the facilitators

Randall Furrow thanked Daniel Ruacho for developing the evaluation survey. Randall noted that many participants grew more confident to share as the training progressed, and several had implemented specific aspects of the training into their Planning Council activities.

Ron Hill discussed that he felt participants were become more vocal on Council issues. Ron related it strengthened his ability to interact with others and voice his opinions.

Randall Furrow asked for feedback regarding how often the Academy should be presented. After discussion, consensus was reached to present the Academy on an as-requested basis.

Future Training Needs

Carlos Perez discussed he would like to have the Leadership Academy participants meet every few months to review the content of the training and discuss how they are using the information. After discussion, a consensus was reached to have the Membership Committee conduct follow up sessions every six months.

Daniel Ruacho suggested that a post-training follow-up survey should be completed after a longer period of time had passed, such as one year. Participants discussed what content might be included in the survey. Ron Hill and Daniel Ruacho agreed to develop a draft survey.

MEETING MINUTES *continued*

Randall Furrow asked meeting participants for ideas on future training opportunities. Suggestions included:

- How to read and understand budgeting/service utilization documents
- Short (5 minutes or less) ongoing training at the beginning of each Council meeting
- Agency presentations

Vision Statement Development

Randall Furrow discussed that the Leadership Academy members had developed a vision statement for the Council:

- To provide access to the best quality care for everyone in Maricopa County living with HIV/AIDS.

This statement had been revised at the last Membership Committee meeting:

- To provide people living with HIV/AIDS in Maricopa and Pinal Counties with access to high quality health care and social services.

Other suggestions that had been submitted:

- To be established as one of the world's top community providers for people living with HIV/AIDS by providing the best medical care with access to all HIV/AIDS drugs, psychological counseling, food pantries, educational seminars, medical forums and prevention awareness.
- To see the HIV/AIDS communities of Maricopa and Pinal Counties of all ages and cultures come together, unified and empowered with the same goal in mind: To stop the spread of AIDS and believe we have the power to create and shape our lives and evolve within our own communities.

MOTION: Larry Stähli moved that the vision statement to the Executive Committee. David Aguirre seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Determination of executive session

MOTION: Ron Hill moved to go into executive session to discuss the following items confidentially:

- Review the current membership profile to ensure appropriate representation on the Council, as mandated by HRSA and the Planning Council Bylaws;

MEETING MINUTES *continued*

- Determine current members who are at risk of voluntarily resigning from the Council or any committee due to excessive absences, and what action to take;
- Review of applications for membership to the Council, including re-applications from existing members and alternate designations;
- Determination of applicants to be interviewed;
- Review of completed interviews to determine recommendations for appointments and committee assignments;
- Determination of any recruitment strategies needed to meet membership goals.

Larry Stahli seconded.

DISCUSSION: None.

OUTCOME: The motion passed and executive session began at approximately 5:55 pm.

The executive session ended at approximately 6:24 pm.

MOTION: Larry Stahli moved to extend the meeting by ten minutes to conclude agenda items. Daniel Ruacho seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Randall Furrow discussed that the committee reviewed the membership applications for Enrique Hernandez, Tyler TerMeer, Brin Scott, Tamra Stark, Rebecca Barnett and Daniel Calle.

MOTION: Larry Stahli moved to put Enrique Hernandez's application on hold for six months. Ron Hill seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

MOTION: Daniel Ruacho moved to put Tyler Termeer's application on hold for three months to allow Jennifer Lewis to demonstrate her commitment to the Planning Council attendance policy. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

MOTION: Larry Stahli moved to forward Brin Scott, Tamra Stark, Rebecca Barnett to the full Planning Council for approval as Planning Council members . Ron Hill seconded.

MEETING MINUTES *continued*

DISCUSSION: None.

OUTCOME: The motion passed.

MOTION: Larry Stahl moved to interview Diego Calle for Planning Council membership. David Aguirre seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Determination of agenda and action items for the next meeting

Agenda Items for the next meeting (other than standard agenda items for this committee):

Future Training Needs

Action Items to be completed by the next meeting:

Task	Assigned To
Develop training ideas	All participants

Current events summaries

David Aguirre discussed that Concilio Latino de Salud is applying for a grant to present prevention programming to youth 18 to 24 at community colleges and correctional facilities.

Call to the public

No comments were voiced.

Adjourn

The meeting adjourned at approximately 6:29 pm.